

# TABLE OF CONTENTS

---

## **Preface**

### **A Documentation, Record Keeping, and Reporting**

A-101	Permanent Records
A-102	Retain of Records
A-103	Excused/Unexcused Absences
A-104	Confidentiality
A-105	Teacher Responsibilities Regarding Attendance
A-106	Local School Office/Principal
A-107	Academic Attendance Report
A-108	Director's Monthly Student Membership/Attendance Report
A-109	Director's Annual Student Membership/Attendance Report
A-110	Director's Annual Report of Student Suspensions, Expulsions, and Remands

### **B School Year and Day**

B-101	School Year
B-102	Abbreviated Days
B-103	of Stockpiled Days for Extreme Circumstances
B-104	Stockpiling for Professional Development
B-105	Procedures for Make-up Days
B-106	Mid-Term/Final Exam Accounting Procedures
B-107	Pre-Kindergarten
B-108	Kindergarten
B-109	Transition Classes
B-110	Alternative Schools
B-111	Night Schools
B-112	Year-Round Schools

### **C Enrollment and Membership**

C-101	Suspension, Expulsion and Remand
C-102	Homebound and Hospitalized Students
C-103	Dropout and Truancy Accounting and Reporting
C-104	Enrollment in Adjoining States
C-105	Enrollment by Residents of Adjoining States
C-106	Immigrant Students
C-107	Pre-Kindergarten
C-108	Special Education Identified and Served ADM by Primary and Secondary Options Report (Easy IEP)
C-109	Verify Report Results
C-110	Career and Technical Education Classes

## **TABLE OF CONTENTS (CONT'D)**

---

### **D Attendance**

- D-101 Reporting Absences to Parents or Guardians
- D-102 Minimum Daily Attendance Standard
- D-103 Early Dismissals and Late Arrivals
- D-104 School Directed Activities
- D-105 Religious Holidays
- D-106 Pre-Kindergarten
- D-107 Illegal Reporting of Attendance
- D-107 Hardship Cases

### **E Enrollment and Attendance Coding**

- E-101 Student Identification Number
- E-102 Types of Enrollment
- E-103 Suspension, Expulsion and Remand Codes
- E-104 Withdrawal Codes
- E-105 Completion Codes
- E-106 Homebound Codes

### **F Alternative Education Programs**

- F-101 Adult High Schools
- F-102 GED+2
- F-103 Alternative Schools

### **G Transportation**

- G-101 Transportation

### **H Definitions and Abbreviations**

### **I Options of Special Education Services**

### **J Migrant and Homeless Students**

- J-101 Migrant Students
- J-102 Homeless Students
- J-103 Homeless Enrollment

### **K Legal Appendix**